

MINUTES OF THE ALBANY JOINT LIBRARY BOARD

DECEMBER 5, 2017

The Albany Joint Library Board meeting was called to order at 6:30 P.M. on December 5, 2017 by President Spangler. Members present were: Eileen Althaus, Julie Cousin, Sue Dunphy (arrived at 6:40 P.M.), Roald Henderson, Wilbur McCreedy and Robb Spangler (left at 7:15). Absent: Melissa Everson. Also present was Kara Blue, Library Director.

Proof of Posting was verified.

Minutes of the November board meeting were read and amended with a motion by Roald, seconded by Wilbur, to accept the report. Carried.

Treasurer's report was distributed with a motion by Julie, seconded by Wilbur, to accept the report. Carried. The new report will be filed with the minutes as a separate form rather than the figures included in the minutes.

Old Business –

- A. Strategic Planning – We met on November 30 to begin the SWAT analysis process and will meet in January to continue. Robb and Eileen will try to get input from the township and village.
- B. Network/PC Support – Kara has submitted questions to SCLS and hasn't received all the information. Tabled to January meeting.
- C. Insurance Update – We received updated information from Town and Country on increases in coverage as discussed. Eileen and Roald will get some quotes from other carriers to compare.
- D. Friends Update – Roald reviewed the information available and it was all old. Last 990 filed was in 2007 so he believes it is no longer active. He did find a sales tax exemption # of 063376.
- E. Budget – The budget presented is accepted and will be given to the Village for input in 2018.

New Business –

- A. Facilities Maintenance – Kara prepared a Facilities and Maintenance task list which should be very helpful.
- B. Flag Policy – Kara indicated they get complaints at times regarding the lowering of the flag and suggested a Flag policy. After discussion, it was decided it should be a procedure rather than a policy.
- C. Personnel Policy – Kara attended a meeting that pointed out several things we don't do so we should probably consider changing our policies. There should be actual time cards, signed by each employee for each pay period. She received copies of what the Village uses and this will be implemented on January 1, 2018.

There was also a discussion on exempt versus non-exempt employees and she wonders if the Library Director position should be an exempt position. We will work on updating the Personnel manual.

D. Board Vacancy = Two candidates have been recommended – Claudia Yocum Watson and Angie James. We will get resumes from each of these as well as any others who may be recommended.

E. Snack with Santa – There was a great turnout and help was sufficient. We need to review this further in the summer and see what and if changes are needed.

Librarian's report was presented and reviewed.

Motion by Roald, seconded by Sue, to pay the bills as presented.

Motion by Roald, seconded by Julie, to adjourn to closed session under Wisconsin Statutes 19.85(1)(c) to review 2018 Wages and Director's FLSA employment status. Roll call vote taken: Althaus, yes – Cousin, yes – Dunphy, yes – Henderson, yes – McCreedy, yes. Adjourned to closed session at 7:56 P.M.

Reconvened to open session at 8:10 P.M. Motion by Roald, seconded by Sue, to change the Library Director position to an exempt/salaried position at the salary for Kara approved in closed session.

Motion by Julie, seconded by Wilbur, to approve the wage increases of all other employees as approved in closed session. Carried.

Next Meeting will be January 9, 2018.

Motion by Sue, seconded by Julie, to adjourn. Carried. Meeting adjourned at 8:15 P.M.